

Employee Post-Travel Disclosure of Travel Expenses

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Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): American Public Transportation Association (APTA)

Travel date(s): 9/24/18- 9/25/18

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$254.39 (airfare) +	\$294.53 (Hotel- \$255 room rate +15.5% tax)	\$63.62	
<input checked="" type="checkbox"/> Actual Amount	\$74.56 (Ubers)			

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. *See Senate Rule 35.2(c)(6).* (Attach additional pages if necessary.):

Products and Services Showcase to view products and obtain information related to public transportation equipment and services; General Session: FTA Update to learn about FTA's initiatives and priorities; Federal Legislative Overview with Congressional Staff to discuss critical issues facing the transit industry.

10/2/18 Jennifer De Li Jennifer De Li
(Date) (Printed name of traveler) (Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10/2/18 [Signature]
(Date) (Signature of Supervising Senator/Officer)



**AMERICAN
PUBLIC
TRANSPORTATION
ASSOCIATION**

August 15, 2018

EXECUTIVE COMMITTEE

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Bacarra Sanderson

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Maxine A. Wortham

PRESIDENT AND CEO

Paul P. Skoutelas

Ms. Jennifer Deci

Majority Professional Staff Member

Senate Committee on Banking, Housing, and Urban Affairs

534 Dirksen Senate Office Building

Washington, DC 20510

Dear Ms. Deci:

On behalf of the 1,500 member organizations of the American Public Transportation Association (APTA), it is my pleasure to invite you to the APTA 2018 Annual Meeting to be held September 23-26, 2018, at the Music City Center, Nashville, TN. We expect public-sector and private industry transit professionals will be with us in Nashville. APTA's Annual Meeting is the flagship event for public transportation professionals to engage in educational sessions, forums, tours, and network with peers.

In particular, we invite you to attend APTA's opening general session, and to participate in the congressional staff session scheduled on Monday, September 24, at 3:30 p.m. The congressional staff session will provide a good opportunity for you to brief APTA members on your committee's efforts and priorities for the remainder of the 115th Congress and the coming year.

APTA will be pleased to provide you with hotel accommodations and meals, as well as roundtrip airfare between Washington, DC, and Nashville, TN, in accordance with congressional ethics rules. Based on the timing of these meetings and the travel time between Nashville and Washington, DC, I expect that you may want to arrive Monday (9/24) and return on Tuesday (9/25), but we are happy to work with you on other travel times as appropriate. We will be following up with additional information in the coming days to facilitate approval from the Committee on Ethics.

If you have any questions, please contact APTA's TaNeesha Johnson (202.496.4892; tjohnson@apta.com). Thank you in advance for considering this opportunity to discuss legislative issues of importance to APTA's members. We know our members would benefit from your insights and the information you can share.

Sincerely,

Paul P. Skoutelas

Paul P. Skoutelas
President and CEO

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): American Public Transportation Association (APTA)
2. Description of the trip: Association Annual Meeting
3. Dates of travel: 9/24/18 - 9/25/18
4. Place of travel: Washington, DC - Nashville, TN - Washington, DC
5. Name and title of Senate invitees: See addendum for list of invitees.
6. I certify that the trip fits one of the following categories:
 - ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR -
 - ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND -
 - ☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND -
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☒ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

~~OR~~

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

~~OR~~

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

APTA is the sole sponsor and organized and conducted the event.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

To strengthen and advance public transportation. The trip provides education and information sharing opportunities between the staffer and a broad spectrum of the public transportation industry.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

APTA has sponsored similar trips annually for more than 20 years.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Each year APTA presents conferences and webinars. Each event is developed to improve the knowledge, professional and technical skills, and networking opportunities for public transportation at all levels.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$252-airfare \$60-taxi fare	\$269/day tax not included	\$103.25	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

a) without regard to congressional participation.

18. Reason for selecting the location of the event or trip

The location has been pre-selected by the association's members committee process. (See addendum for the completion of item 18.)

19. Name and location of hotel or other lodging facility:

Westin Nashville, Nashville, TN

20. Reason(s) for selecting hotel or other lodging facility:

The hotel was selected for its proximity to the meeting's location, it's an adequate facility to host a conference, and it's pricing is competitive.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging expenses are \$269, above the federal per diem of \$170. Meal expenses are 103.25 for one day and one travel day,

this total this the combination of the daily per diem of \$59 and the \$44.25 for a travel day.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

The type of travel provided will be commercial airline travel, coach class.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

n/a.

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: _____

Paul P. Skoutelas

Name and Title: Paul P. Skoutelas, President and CEO

Name of Organization: American Public Transportation Association (APTA)

Address: 1300 I Street NW Suite 1200 East, Washington, DC 20005

Telephone Number: (202) 496-4889

Fax Number: _____

E-mail Address: pskoutelas@apta.com

Addendums for Senate Private Sponsor Travel Certification Form-2018 APTA Annual Meeting

Addendum to Item #5:

Homer Carlisle, Democratic Professional Staff Member

Jennifer Deci, Majority Professional Staff Member

Auke Mahar-Piersma, Democratic Professional Staff Member

Nicole Christus, Majority Professional Staff Member

Addendum to Item #18:

This location benefits all conference attendees without consideration to congressional staffers.

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Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: JENNIFER DECI

Employing Office/Committee: SENATE COMMITTEE ON BANKING, HOUSING AND URBAN AFFAIRS

Private Sponsor(s) (list all): AMERICAN PUBLIC TRANSPORTATION ASSOCIATION (APTA)

Travel date(s): 9/24/18-9/25/18

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): NASHVILLE, TN

Explain how this trip is specifically connected to the traveler's official or representational duties:

I am the lead majority staffer for public transportation issues at the Banking Committee, which has jurisdiction over such issues. I will be participating in APTA's Annual Conference and in a panel discussion with other Congressional staff regarding the current transportation authorization and implementation, as well as future public transportation initiatives.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

8/16/18
(Date)

Jennifer Deci
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, SENATOR MIKE CRAPO hereby authorize JENNIFER DECI
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

8/16/18
(Date)

Mike Crapo
(Signature of Supervising Senator/Officer)